



Hertsmere  
Borough  
Council

Return to:  
Revenues Department  
Civic Offices  
Elstree Way,  
Borehamwood  
Herts  
WD6 1WA

**INFORMING BUSINESS RATES OF A MOVE OUT OF HERTSMERE BOROUGH COUNCIL**

Your business rates reference number	
Your name	
Property address	
Correspondence address	
Telephone number	
E-mail address	

**Please complete the following if you were the owner:**

Date of sale	
Date you moved out (if different from above)	
Forwarding address	
Name of new owner	

**Please complete the following if you were the tenant:**

Tenancy end date	
Date moved out	
Forwarding Address	
Landlords/Agents Name and Address	

**DECLARATION:** I declare that the information above is accurate, to the best of my knowledge. I am aware that I may be liable to a penalty for failure to provide information, or for providing false information.

Signature		Date	
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